

INSTRUCTIONS FOR COMPLETING THE LSTA APPLICATION FORM (6)

Submit five (5) copies of the form to LSTA Grants, Library Development Services, California State Library. One copy must contain the original authorized signature.

- *For US Mail:* P.O. Box 942837, Sacramento, CA 94237-0001
- *For non-postal delivery:* 900 N Street, Room 500, Sacramento, CA 95814).
- Fax and e-mail are not acceptable.
- Typewritten or computer printed, 12 point (10 pitch) or larger, one-sided only.

Below are instructions for the personnel, budget, certification and other sections of the form. For more information on completing the application, call the LSTA Coordinator at (916) 653-5217.

PROJECT TITLE (question #1)

Enter the name of the project as you wish it to appear on record. Be concise and descriptive. Spell out any acronyms used. This title will appear in reports seen by people who do not know the application well and will not know the purpose of the project except by the title.

APPLICANT ORGANIZATION/ JURISDICTION (question #2)

Enter the full legal name of the jurisdiction and/or library applying for funds. For schools, this should be the name of the school and the district/ entity to which it belongs. List project partners in question #6.

APPLICANT CONTACT (question #4)

Enter the name and contact information for the individual preparing this application or another person who may be contacted for information about it. This may not be the representative of the jurisdiction legally authorized to apply for and/or receive funds (i.e. the person who signs the certification on the last page).

CLIENT POPULATION (question #5)

Enter the estimated number of people served by this specific project, not necessarily the same as the total population served by the library jurisdiction.

LSTA AMOUNT (question #7)

Enter the amount of LSTA funds requested for the project *for one year only*. Use whole dollar figures. Do not include in-kind or other funds.

BUDGET SUMMARY (question #10)

See directions for *budget* (question #23) below.

CLIENT NEEDS (question #11)

The clients are the people who will be directly served by the project which should be based on their needs. In this section, describe how you determined the needs your project will address.

PROJECT GOALS (question #12)

Broad in scope and long-range, the project goal answers the question “What does the library hope to achieve?” In this section, explain how your project goal relates to the state plan goal. Your project should be limited to one or two goals.

OBJECTIVES (question #13)

Specific and measurable, attainable and realistic, objectives are statements of desired accomplishments. Include the quantity of services, products and/or programs you expect to provide and projected completion date for each objective. Most projects will have a limited number of objectives for each goal; it is acceptable to have only one objective if the project scope is limited. Please note that you must show the amount of LSTA funding requested for each objective in question #23.

An example of an objective is:

- 50 community volunteers will be recruited and trained to tutor 30 inmate adult learners in the county jail during 10 sessions and will attain 50% success.

PERSONNEL (question #16)

For each position to work on the project, whether funded by LSTA or not, please state the job title, classification (if different from job title), and full or part time status. List salaried staff paid by LSTA, contract staff paid by LSTA, in-kind staff provided to the project, staff provided via other funds, and volunteers.

Please attach a job description for each LSTA-funded position. Give a brief description of the duties and qualifications of each person not funded by LSTA.

EVALUATION (question #20)

Evaluation is the means by which you and others can verify a project’s success and value by assessing the extent to which the objectives have been achieved. In this section, state what elements of the project will be evaluated and what methods of

evaluation will be used (e.g., user surveys, focus groups, circulation data, staff interviews).

CONTINUATION (question #21)

LSTA is a limited-term funding source. It must not be counted upon for continuing operations and usually funds projects of one to three years duration only. A factor in evaluating each application is evidence of clear and realistic consideration that the project services will be continued after the LSTA grant funding ends. Continuation may be achieved by incorporating all or most services funded by LSTA into the library's budget, by finding other funding sources, or by other means. Note that, if the project objectives are completed within the LSTA grant period, it may be acceptable for project activities to be discontinued.

SHARING RESULTS (question #22)

Applicants are strongly encouraged to share the results of their projects with the larger library community and other interested groups through workshop or conference presentations, articles or publications, wider dissemination of project handbooks or manuals, etc.

BUDGET (question #23)

LSTA Funds Requested. In the columns along the top of the page, space is provided for up to three project objectives if needed. Name each column with a key word (for example, "Outreach", Collections," and "Publicity"). **If your project has more than three objectives listed in question #13, or if you need additional rows in the budget table, please contact Kevin Saunders at the State Library, ksaunders@library.ca.gov, (916) 651-6509.**

- a. **Salaries & Benefits** Enter the total of salaries and benefits for each project staff member, full-time or part-time. If grant funds are needed to cover a substitute to perform regular duties so that a permanent staff member can be assigned to the project for the grant period, please explain here. Do *not* include here outside consultants, persons who are not employees of the applicants or partners but who are paid under contract for this project, or short-term temporary labor in this line; list them under "operation" (c) instead.
- b. **Library Materials** Enter the total amount requested for library materials such as books, periodicals, tapes, and videos for use primarily by the client group and, in most cases, to be added to the library's circulating collection. List computer software, electronic database subscriptions, and library & office supplies under "operation" (c).
- c. **Operation** Enter the total for operating expenses including:

- Fees for consultants, contract personnel, speakers & short-term temporary labor
- Service/ maintenance contracts
- Equipment costing less than \$5,000 (e.g. microcomputer)
- Computer software
- Electronic database subscriptions
- Postage and telecommunications
- Office and library supplies
- Printing costs
- Training and conference fees
- In-state travel

d. **Equipment** Enter the total of all “high value” items costing \$5,000 or more. All equipment listed here must be inventoried and is subject to tracking by the federal and state government. All equipment must be used for the project for either 5 years or the life of the equipment. Note that system purchases (i.e. an integrated computer configuration acquired as a package) costing \$5,000 or more should be listed here; but individual components, purchased separately for less than \$5,000 should be reported under “operation” (c) instead.

e. **Subtotal** Enter the total of rows a through d.

f. **Indirect cost** In this application, this is a charge against the LSTA funds requested (and reimbursed in LSTA dollars to the recipient) to cover local administration of the project and its funds. If the applicant wishes to contribute any part of the administrative or other overhead costs to the project, list these under “other funds” or “in-kind.” Up to 10% of LSTA funds requested for the project may be charged to indirect cost.

g. **Total LSTA** Enter the total of rows e and f.

h. **Other Contributed Funds To Be Used For Project (Non-LSTA)** Enter the total of all other financial support obligated to the project including other federal (non-LSTA) grants, state/local grants, private grants, funding from Library Friends or Foundation, philanthropic support, and other funds. Include new library funds if they are budgeted specifically for this project. Do not list in-kind contributions here.

i. **In-kind Contributions To Project** Enter an estimate of in-kind contributions from applicant and all other partners in the project. In-kind contributions, to the extent that they are devoted exclusively to the project, may include staff time, library materials and equipment, building space and utilities, and other operating costs.

j. **Total Project** Enter totals of rows g – i.

CERTIFICATION (question #25)

Provide an original signature on the first copy of the application. The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the application. This may be the library director or someone else, such as a contracts/grants officer, depending on local rules. Application authors below the rank of director must secure approval for a grant application from their library administration.

The authorized official of a recipient organization must approve the submission of the application, be willing and able to administer extramural funds, and (if a grant is received) must accept responsibility for undertaking and supporting the project. If a grant is awarded, this person will receive the award letter and all subsequent official correspondence and warrants. The award packet will include other necessary documents for signature including a nondiscrimination clause addendum and a civil rights certificate.